



City of Austin - JOB DESCRIPTION



Austin Resource Recovery Assistant Division Manager

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	18499	Salary Grade:	RF3
Approved:	May 30, 2003	Last Revised:	May 06, 2014

Purpose:

Under limited direction, supervise the core programs/activities in the Solid Waste Services Department (Code Enforcement, Litter Abatement, Disposal Services and Diversion Services, Finance, Human Resources and Administrative Services).

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Manages the day-to-day activities of the Administration and Operations Programs, projects and activities of assigned division.
2. Monitors the planning, development and evaluation of the assigned programs including implementation and coordination of external services.
3. Assists the Division Manager in conducting risk analysis and writing safety standards and standard operating procedures for program operations and activities; proposes changes and updates to improve operation management programs and safety plans; and develops, revises, and ensures compliance with safety and other standard operating procedures of the organization.
4. Develops and monitors section budget, including preparation of short and long term goals. Recommend major purchases and expenditures, developing specifications for product, price, and services to be received.
5. Responsible for securing and maintaining the City of Austin compliance. Interprets, recommends and proposes revisions to state statutes and city ordinances. Ensures accommodations are identified and implemented within the organization to establish and maintain compliance with the American with Disabilities Act.
6. Develops and evaluates plans, criteria, etc. for a variety of projects, programs, and plans. Prepares and reviews reports as part of the process of monitoring and communicating division/section performance results.
7. Monitors contracts and contractors to ensure compliance with contractual obligations.
8. Coordinates division/section activities with outside contractors.
9. Investigates and responds to citizen complaints, code violations and requests from council members and/or other City departments.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling and recommendation for dismissal. .

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of the provisions of the Texas vehicle codes relating to their proper operation on public streets and highways.

Knowledge of proper safety practices and procedures.

Knowledge of the applicable equipment used in the areas managed.

Knowledge of Federal, State and Local laws.

Knowledge of city policies and procedures.

Knowledge of contract language and compliance.

Knowledge of fiscal planning and budget preparation.

Knowledge of supervisory and managerial techniques and methods.

Knowledge of development or modification to municipal policies and codes.

Knowledge in investigative techniques and procedures.

Skill in oral and written communication.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software.

Skill in data analysis and problem solving.

Skill in planning and organizing.

Ability to work with frequent interruptions and changes in priorities.

Ability to establish and maintain good working relationships with other City employees and the public.

Minimum Qualifications:

Graduation from an accredited four (4) year college or university with major coursework in a related field, plus four (4) years experience in a field related to the job, at least two (2) of which have been in a supervisory capacity.

A Masters Degree may substitute for experience up to (2) years of the non-management experience,

Experience may substitute for the education up to the maximum of four (4) years.

Licenses and Certifications Required:

May be required based on program area and/or program responsibility

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.